

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

LUKE AFB INSTRUCTION 24-202

12 MARCH 2012



Transportation

REUSABLE CONTAINER PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Michael T. Davis)

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This instruction implements AFI 24-203, *Preparation and Movement of Air Force Cargo*, and outlines the responsibilities and procedures for maintenance and operation of the Reusable Container Program at Luke Air Force Base, Arizona. This publication does apply to Air Force Reserve Command but not Air National Guard Units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System Records Disposition Schedule located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Updated certifying and approving authorities and office symbols, the Sample Reusable Container Program Statistics Report, and the Sample Cost of Packaging Material Report.

1. Definitions.

1.1. Container. Any receptacle used to enclose and afford maximum protection to government property during storage and shipment.

1.2. Reusable Container. A specially designed container engineered for repeated use without impairment of its protective function. The reusable container is intended to be used, saved, and reused as a complete system, excluding the wrap or barrier material. These containers are marked “Reusable Container, Do Not Destroy.”

1.2.1. Long-life container. Container is usually made of metal, plastic, synthetic or composite materials fabricated for fragile items, usually loaded from the top.

1.2.2. Type II Container. Container is usually made of convoluted polyurethane foam cushion bonded to container board and it protects items against shock while holding them in place.

1.2.3. Discrete Special Packaging Instruction Container. This container is a specially designed reusable container for a particular commodity. This will be identified on the exterior of the container by Special Packaging Instruction (SPI) number, e.g., SPI 080-6214.

1.2.4. Fast Pack. Families of standard size reusable containers whose design permits shipment of a large variety of items within certain limits of size, weight, and fragility.

1.2.5. Standard Pack. Packs for which the packaging components, including the shipping container, have been standardized as to material and size. The cushioning in the Standard Pack is not bonded to the interior container walls.

2. Reusable Container Program Responsibilities.

2.1. 56th Logistics Readiness Squadron (56 LRS) Commander.

2.1.1. Provides guidance and support to Base Reusable Container Program Manager to ensure program success.

2.1.2. Enforces maximum participation and compliance of units involved.

2.1.3. Monitors quarterly program statistical analysis report to ensure compliance of minimum standard of 90 percent turn-in rate (Attachment 2). Will coordinate and forward statistical analysis report to the wing commander, accounting and finance, and organizational units.

2.2. Base Reusable Container Manager.

2.2.1. Manages the overall Base Reusable Container Program. Administration of the program will be accomplished by the Deployment and Distribution Flight Chief and his designees.

2.2.2. Provides guidance and training to all Unit Reusable Container Managers as required.

2.2.3. Tracks container usage/nonusage by squadron, and recovers costs of packaging materials as appropriate (see Attachment 3).

2.2.4. Conducts periodic on-site inspection of reusable container storage areas (see Attachment 4) and provides a report to the Unit Commander, Unit Container Managers, and MAJCOM when requested. The report will include information contained in AFI 24-203, paragraph 9.10.1.4.2.

2.2.5. Provides staff assistance and training to unit upon request from Unit Commander or Unit Reusable Container Manager.

2.2.6. Provides recommendations for proper disposition of excess reusable containers and associated materials.

2.2.7. Provides analysis of container usage by unit summarizing the data collected from AF Form 451, *Request for Packing Service* (Attachment 5). Print name and sign (both required).

2.3. Unit Commander (for units that initiate over 10 requests for packaging per year).

2.3.1. Appoints primary and alternate unit reusable container managers (units may have multiple alternates appointed) to represent the unit on all matters pertaining to the base reusable container program.

2.3.2. Forwards an updated reusable container manager appointment letter to the Base Reusable Container Program Manager located in the Cargo Movement Element (56 LRS/LGRDDC) within 10 days of appointment or any changes.

2.3.3. Requests training for designated personnel through 56 LRS/LGRDDC.

2.3.4. Appoints authorized personnel to sign AF Form 451, and provides a copy of the appointment letter to 56 LRS/LGRDDC.

2.3.5. Provides adequate and suitable area and space for storing reusable containers.

2.4. Unit Reusable Container Managers.

2.4.1. Ensures cargo received is in the original container (when possible).

2.4.2. Ensures cargo picked up for shipment is in its original container or prepares AF Form 451 (original) and attaches it to the item(s) (Attachment 5 for directions on completing the form).

2.4.3. Maintains a reusable container storage area in a weather-protected area. Excess containers obtained through initial issue may be redistributed to other organizations that need them to preclude buying/building containers unnecessarily.

2.4.4. Provides the Base Reusable Container Program Manager with an updated listing of all excess containers and requests disposition instructions for excess containers.

2.4.5. Reports any improvement that will increase the efficiency of the program to the Base Reusable Container Program Manager.

2.4.6. Protects all containers and packaging materials to prevent deterioration during storage.

2.4.7. Provides adequate facilities, equipment, and materials to maintain containers for reuse.

2.4.8. Attends Base Reusable Container Manager meetings and training sessions as requested.

3. Reimbursements and Transfer of Funds. Associate and host wing units are required to compensate 56 LRS/LGRDDC for services and materials used to construct, replace, and/or repair reusable containers.

3.1. Reusable Fastpack Containers (Fiberboard/Cardboard). All Reusable Container Managers will take the following actions to obtain fastpack containers. First it is mandatory to check your reusable container area for the product. Second, check all other activities on base for reusable container availability. Third, contact Cargo Movements to see if there are used fastpacks available. Once it has been determined there are no containers available you will need to purchase the fastpack through GSA utilizing a Government Purchase Card from your unit or squadron.

3.2. Wooden Containers or Crates. All Reusable Container Managers will take the following actions to obtain wooden reusable containers or crates. First, check your squadron's reusable container area/inventory. If the container is not available in your inventory check with other base agencies to determine if one is available on base. If the container is still not available, check with Cargo Movements for a used crate. If Cargo Movements does not have a used container, the unit Reusable Container Manager will need to contact 56 LRS/LGRDDC for a constructive cost and list of materials required for container construction. Each unit will be responsible for purchase of materials from a local home improvement store or lumber yard and have the materials delivered to the cargo movement facility. The materials will be purchased with a unit Government Purchase Card.

3.3. Additional resources/methods to obtain shipping containers.

3.3.1. Crates and fastpacks can also be obtained by your Reusable Container Manager thru either your item manager or the government's Re-Con warehouse at <https://recon.wpafb.af.mil/>.

3.3.2. Any other forms of shipping and packing materials will be placed on the AF Form 451 and all cost data will be forwarded to the 56 LRS Resource Advisor (56 LRS/LGLOR) to initiate reimbursement actions through the appropriate squadron.

3.4. Tenant Units. Non-56th Fighter Wing units will provide a DD Form 448, *Military Interdepartmental Purchase Request*; AF Form 616, *Fund Cite Authorization*; AF Form 406, *Miscellaneous Obligation/Reimbursement Document*, or Government Purchase Card to 56 LRS/LGLOR to pay for the replacement of reusable containers.

4. Procedures for the Reusable Container Program.

4.1. 56 LRS.

4.1.1. The Receiving Element will make sure items received are not separated from their respective containers.

4.1.2. The Central Storage Element will ensure a reusable container remains with the issued item. Items placed in stock will be packed in a container.

4.1.3. The Flight Service Center, or its equivalent unit, will verify items turned in are in reusable containers. If the items are turned in without reusable containers, an AF Form 451 must be properly completed with both printed name and signature by the respective primary or alternate reusable container manager.

4.1.4. When an item is received in a container that is packed by a contractor, every effort should be made to keep that item with that container.

4.2. Other Units.

4.2.1. On receipt of an item from 56 LRS, make sure the item is in a suitable container. A suitable container is defined as a box that can protect the property from damage. If the asset is not in a reusable container, an AF Form 451 must accompany the item. Turn in property using a reusable container or a suitable container with a properly completed AF Form 451. Every effort should be made to keep items in their respective containers until items are turned in for repair. Move repairable assets from work center to work center in an expedient manner and ensure proper documentation and containers accompany item IAW AFI21-101, *Aircraft and Equipment Maintenance Management*.

4.2.2. If the containers are not immediately reused, contact the Unit Reusable Container Manager so the container can be properly stored. When containers are turned in for unit storage, all internal packaging materials should be maintained with that container.

JERRY D. HARRIS, JR.
Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 Jul 10

AFI 24-203, *Preparation and Movement of Air Force Cargo*, 29 Aug 11

AFI 33-360, *Publications and Forms Management*, 1 Mar 08

Adopted Forms

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

AF Form 451, *Request for Packing Service*

AF Form 616, *Fund Cite Authorization*

AF Form 847, *Recommendation for Change of Publication*

DD Form 448, *Military Interdepartmental Purchase Request*

Abbreviations and Acronyms

BCM—Base Container Manager

LRS—Logistics Readiness Squadron

MAJCOM—Major Command

NSN—National Stock Number

SPI—Special Packaging Instruction

TCN—Transportation Control Number

UCM—Unit Container Managers

Terms

Special Packaging Instruction— Detailed Packaging Instruction, accompanied by a 3-D drawing used to construct packages/containers for items requiring special preservation, packaging, and protection.

Attachment 2**SAMPLE REUSABLE CONTAINER PROGRAM STATISTICS REPORT**

MEMORANDUM FOR 56 FW/CC

FROM: 56 LRS/LGRDDC

SUBJECT: Semi-Annual Base Reusable Container Report May 2011

1. In accordance with AFI 24-203, para 9.10.1.4.2; in order to measure the Reusable Container program effectiveness and efficiency, the Base Container Managers (BCMs) will perform semi-annual inspections of organizational units reusable container storage areas. Report distribution will include installation, group, and applicable unit commanders; primary Unit Container Managers (UCMs), and include the following elements:

a. Unit Reusable Container Manager Training:

1. Number of UCMs appointed in last six months: 19
2. Number of UCMs Trained within 60 days of appointment: 19
3. Total number of UCMs appointed: 116
4. Percent of all UCMs Trained: 100%

b. Reusable Container Return Efficiency:

1. Number of AF Forms 451 submitted in last 6 months: 121
2. Total Cost for supplies (EEIC 609): \$2900.00
3. Total Cost for Labor (EEIC 39711): \$342.00
4. Number of AF Forms 451 submitted due to loss/destruction of container: 0
5. Cost to provide/construct replacement reusable containers: 0

c. Reusable Container Storage and Conservation:

1. Number of unit reusable container storage areas inspected in last 6 months: 15
2. Percent of required inspections performed in last six months: 100 percent
3. Unit reusable container storage areas not inspected (list unit and reason): 0
4. Deficiencies identified (list date identified, category (major/minor), unit, and status (open/closed)):

Date Identified	Category	Unit	Status
17 May 2011	Update apt letter	56CMS/MXMCF	Closed
16 May 2011	Poor area needs cleaning	56EMS/MXMRS	OPEN
16 May 2011	Elevate all boxes, messy, Too many excess crates	756AMX/MXABF	OPEN

2. Overall Base Reusable Container effectiveness rate: 98 percent

CARON E. MARTIN, DAFC, USAF
Base Reusable Container Manager

CC:

56 MSG/CC
56 EMS/CC
56 CMS/CC
607 ACS/CC
756 AMX/CC
56 AMX/CC
21 FS/CC
62 FS/CC
308 FS/CC
309 FS/CC
310 FS/CC
56 LRS/CC
UCM's

Attachment 3

SAMPLE COST OF PACKAGING MATERIAL

Figure A3.1. Sample Cost of Packaging.

56th Fighter Wing Reusable Container Reimbursable Cost Jul - Sep 2011								
Organization	Items Received Requiring Reusable Container	July		August		September		Quarterly Total
		Items Received Requiring New Reusable Container		Items Received Requiring New Reusable Container		Items Received Requiring New Reusable Container		
		QTY	Cost Incurred	QTY	Cost Incurred	QTY	Cost Incurred	
56 LRS		0	\$0.00	2	\$43.00	2	\$580.00	\$623.00
56 CMS		0	\$0.00	2	\$226.00	1	\$310.00	\$536.00
56 EMS		3	\$142.00	3	\$133.00	0	\$0.00	\$275.00
61 FS		1	\$145.00	1	\$23.00	0	\$0.00	\$168.00
62 FS		4	\$217.00	0	\$0.00	1	\$30.00	\$247.00
308 FS		1	\$24.00	2	\$51.00	0	\$0.00	\$75.00
309 FS		0	\$0.00	1	\$57.00	4	\$178.00	\$235.00
310 FS		0	\$0.00	1	\$42.00	15	\$550.00	\$592.00
425 FS		0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
944 FW		0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
21st AMU		0	\$0.00	0	\$0.00	1	\$42.00	\$42.00
Totals		9	\$528.00	12	\$575.00	24	\$1,690.00	\$2,793.00

Attachment 4

SAMPLE INSPECTION CHECKLIST

Table A4.1. Inspection Guide, Reusable Container Inventories and Storage Areas.

Activity

Inspected: _____
 (Organization/Office Symbol, Building Number)

Person

Contacted: _____
 (Last, First, M.I., Ext.)

	Yes	No	N/A
1. Is a reusable container manager appointment letter current and on file?			
2. Is the reusable container manager trained to perform the duties involved in the administration of the program?			
3. Does the reusable container manager have a copy the training guide?			
4. Is adequate storage space available for the storage of reusable containers?			
5. Are the containers kept in a dry, secure area with all the internal packing and cushioning materials intact?			
6. Are all the containers identified by the proper NSN/SPI?			
7. Are the reusable containers free of hazards such as protruding nails, banding material, or other such hazards?			
8. Are the containers in proper repair and ready to be utilized?			
9. Is the reusable container area easily identified with clear markings?			
10. Remarks:			

Inspection performed by: _____ 56 LRS/LGRMDC, 6-7715/7760

Attachment 5

PROCEDURES FOR COMPLETING AF FORM 451, REQUEST FOR PACKAGING SERVICE

A5.1. Instructions for completing AF Form 451. You may fill out AF Form 451 by hand. The guidance in this attachment corresponds to the numbers shown on the sample AF Form 451 in Figure A5.1.

Figure A5.1. AF Form 451, Request for Packaging Service.

REQUEST FOR PACKAGING SERVICE		DATE (1)	PRIORITY (2)	REQUEST NO. (3)
TO: (4)		FROM: (5)		
SHIPPING DOCUMENT NO. (6)		ISSUE DOCUMENT NO. (7)		
Request the following packaging materials be procured. I understand special boxes are not to be requested when standard boxes can be used. I have tried to secure reusable containers as prescribed in AFR 71-9.				
REASON FOR REQUEST (8)		ITEM REQUESTED (9)		
CONTAINER DESTROYED BY USER		TPO PACK		
ITEM ISSUED WITHOUT PROPER CONTAINER		CRATE/S		
ITEM DUE OUT REPLACEMENT NOT RECEIVED		BOX/RS		
INITIAL REQUIREMENT		SPECIFICATIONS (10)		
OTHER (Specify)		QUANTITY	UNIT	SPEC/TPO NO
PURPOSE (11)		NOMENCLATURE		
DOMESTIC		LENGTH		
EXPORT SHIPMENTS		WIDTH		
STORAGE		DEPTH		
BLOG NO. (12)	PHONE NO. (13)	SIGNATURE OF REQUESTER (14)		
FOR USE BY PACKAGING PERSONNEL				
COSTS (15)		REMARKS (16)		
MANPOWER \$				
MATERIAL \$				
TOTAL \$				

AF FORM 451, 19770201 (IMT-V1)

A5.1.1. (Item 1) Date. Enter the date that you initiate the form.

A5.1.2. (Item 2) Priority. Enter the supply priority and required delivery date assigned to the shipping document. If the request is not for a shipment, enter the date that you need the service.

A5.1.3. (Item 3) Request No. Leave blank.

A5.1.4. (Item 4) To. Enter the organization symbol or name of the packaging and crating activity, i.e. 56 FW/LGRMDC.

A5.1.5. (Item 5) From. Enter the organizational symbol or name or the activity initiating the request. If you prepare the form during the supply turn-in process, enter the office symbol or name of the activity turning in the item. Do not enter the office symbol or name of the supply activity unless you are shipping the item (or packaging it for storage) from supply stock. Enter the name and phone number of the person to contact for information on the request.

A5.1.6. (Item 6) Shipping Document No. Enter the transportation control number (TCN) from accompanying documents. If the documents have no number, enter N/A.

A5.1.7. (Item 7) Issue Document No. Enter the supply document number from accompanying documents. If the documents have no number, enter N/A.

A5.1.8. **(Item 8)** Reason for Request. Check the applicable block:

A5.1.8.1. Container Destroyed by User. Check this block when the user has disposed of a reusable container according to local procedures, and local reusable container program resources have no replacement. You may check this block for containers needed to replace containers that have deteriorated in storage.

A5.1.8.2. Item Issued Without Proper Container. When turning in an unserviceable reparable item, check this block when the correct SPI container was not issued with the serviceable replacement item. If the serviceable item came in another service's pack, a contractor's reusable pack, or a pack marked with an ALC deviation number in the lower right corner of the container, you may use the pack for shipment or storage.

A5.1.8.3. Item Due-Out Replacement Not Received. Check this block for Credit Due-In from maintenance turn-ins when the supply or reusable container program resources don't have the SPI pack. If you check this block, write "turn-in" in item 16 (Remarks).

A5.1.8.4. Initial Requirement. Check this block when units turn in items, containers are unavailable or replacement items came in a different SPI pack.

A5.1.8.5. Other. Check this block and specify the reason for the request when none of the blocks above cover the circumstances. Examples: Containers not available through supply, blocking and bracing, or pallet repair needed.

A5.1.9. **(Item 9)** Item Requested. Check this block to indicate the type of container required.

NOTE: TPO Pack is now SPI Pack.

A5.1.10. **(Item 10)** Specifications. Enter the applicable information in the blocks. When you need additional room to describe the requested service, attach sufficient detail to the original AF Form 451 and write, "Details attached" in the remarks block.

A5.1.10.1. Quantity. Enter the number of units required.

A5.1.10.2. Unit. Enter "each," "pieces," "bags," or any other descriptive unit of issue.

A5.1.10.3. Spec/TPO(SPI) No. Enter the specification number or SPI number. If you don't know the SPI number, enter the item's NSN. (*The packaging activity determines the SPI number required for the item and enters the number.*) If the specification or SPI does not cover the required service, enter N/A.

A5.1.10.4. NSN. Enter the part number when you have no NSN. You may leave this block blank if you put an SPI number on the SPEC/SPI No. line.

A5.1.10.5. Nomenclature. Enter the name of the requested item or service if you checked none of the blocks in item 9.

A5.1.11. **(Item 11)** Purpose. Check the applicable block to indicate the item destinations.

A5.1.12. **(Item 12)** Building No. Enter the building number of the requesting activity.

A5.1.13. **(Item 13)** Phone No. Enter the phone number of the person to contact for information on the request or to alert for pick-up when the item is complete.

A5.1.14. **(Item 14)** Signature of Requester. The Unit Reusable Container Manager, alternate or unit commander is authorized to initiate AF Forms 451. This must include a printed name.

A5.1.15. **(Item 15)** Costs. To be computed by Packing and Crating personnel only.

A5.1.16. **(Item 16)** Remarks. Other necessary information